



Local Exam Administration Fee Schedule

Standard Examination Administration Fees

Service	Number of Applicants	Fee
Administration fee	1+	\$55.00
Examination	1-100 applicants	\$15.50/ applicant
Examination	101-250 applicants	\$14.50/ applicant
Examination	251 + applicants	\$13.50/applicant
Re-use	Per applicant	\$9.00

Administrative Fee:

There will be an administrative fee of \$55.00 for shipping, handling and administrative charges for each order.

Reuse Score:

There will be a \$9.00 fee for any applicant that has taken the test within the past 184 day. For more explanation of the reuse score click [\(here\)](#).

Minimum Administration Fee

A minimum charge for exam administration, examinees and reused scores will be \$175.

Proctor Fees:

For local units of government who prefer to have the exam administered in their own community by our proctor travel fees will be charged. There will be a fee of \$12.40 per hour from the time the proctor leaves home until the proctor returns home. An additional fee of \$0.51 per mile will be reimbursement. If a Wisconsin Personnel Partners proctor is not used, proctor fees are not charged

WPP Proctor Fees	
Fee per mile	\$12.40
Fee per hour	\$0.51

Additional Miscellaneous Fees

Using the Applicant List Template:

You are encouraged to submit applicant lists utilizing the Excel template located on (here) and e-mail it to wpp@wisconsin.gov. There may be a fee assessed for applicants not submitting via e-mail in the template.

For more information about Local Exam Administration click [\(here\)](#)